**Step 1: Log In**

Log in to [ConnectCarolina](https://connectcarolina.unc.edu) using your UNC-Chapel Hill Onyen and password. ConnectCarolina login requires 2-step verification. If you have not signed up for UNC-Chapel Hill’s Duo 2-step verification tool, visit the [UNC-Chapel Hill ITS Knowledge Base for instructions](https://its.unc.edu/knowledge-base/).  

**Step 2: Access Self-Service**

After you log in, you will see the Self Service page. *(Note: Some users may first see the Admin WorkCenter page. In this case, click Admin WorkCenter at the top of the page and select Self Service in the dropdown menu.)*

On the Self Service page, click the **Personal Information** tile.
Step 3: Choose Personal Information to Update

The various information types you can update are listed in the left-side navigation menu.

In the following pages, we’ll walk through each of these entries with specific instructions.
Step 4: Names

The screen displays your Primary (legal) and Preferred name. The Preferred name can be a nickname or how you prefer to be known.

- Edit or delete your Preferred name.
- Click Add a new name to add another name
- Contact UNC System HR to change your Primary name

To add a new name, enter the necessary information and save your changes.
Step 5: Emergency Contacts

View your Emergency Contacts. Edit or delete names and contact information as needed.

You can only have two emergency contacts in the system. If you have one contact listed, you will see the Add an Emergency Contact button.

To add an emergency contact, complete the required information.
Step 6: Ethnicity

View your reported ethnicity information.

**Note:** Identifying your ethnicity is voluntary; however, the UNC System must report aggregate information to federal and state officials, so correct information is essential.
Step 7: Addresses

Add or update your home and/or business address. Click Add a new address to add an address. Use the address guidelines below to update your business address/location correctly.

Note: It is essential that we have your correct home address to provide to benefits and retirement vendors.

System Office address guidelines:

**CD Spangler**
City: Chapel Hill  
Address Line 1: 910 Raleigh Road  
Address Line 2: CD Spangler  
Campus Box: 9000  
Zip/Postal Code: 27514

**Meredith Spangler**
City: Chapel Hill  
Address Line 1: 910 Raleigh Road  
Address Line 2: Meredith Spangler  
Campus Box: 9000  
Zip/Postal Code: 27514

**CSLD**
City: Chapel Hill  
Address Line 1: 140 Friday Center Drive  
Address Line 2: CSLD  
Campus Box: 9000  
Zip/Postal Code: 27517

**NCSEA**
City: Research Triangle Park  
Address Line 1: 2 UNC-TV Drive  
Address Line 2: NCSEA  
Campus Box: 9000  
Zip/Postal Code: 27709

**UNC-TV**
City: Research Triangle Park  
Address Line 1: 10 UNC-TV Drive  
Address Line 2: UNCTV  
Campus Box: 9000  
Zip/Postal Code: 27709

**Working Remotely from Home***
City: [home department city]  
Address Line 1: [home department address]  
Address Line 2: Off Site  
Campus Box: [home department campus box]  
Zip/Postal Code: [home department zip code]  
*Use your home department address; the directory is public so do not use your home address.
Step 8: Email Addresses

Add or update your email address. Click **Add an Email Address** to add a new email.

Step 9: Phone Numbers

Add or update your business and personal phone numbers. See phone type explanations below:
- **Cellular** is the phone type that allows you to receive important and timely alerts from the System Office. *(Note: We strongly recommend all System Office employees complete this field.)*
- **Alert** is the phone type that allows you to receive alerts from the Alert Carolina service at UNC-Chapel Hill.

Click **Add a Phone Number** to add a new phone number.
Step 10: Alert Carolina

Add or update your phone number to receive notifications from the Alert Carolina service at UNC-Chapel Hill. This is the same as the Alert phone type on the Phone Numbers page.

Step 11: Self-Identify Military Status

Add or update your military status. Reporting your military status is voluntary; however, it is essential for accurate Federal, State and System-wide reporting.
Step 12: Self-Identify Disability

Add or update your disability status. You do not have to provide specifics regarding any disability. Reporting your disability status is voluntary; however, it is essential for accurate Federal, State and System-wide reporting.

**Note:** After you click Submit, your information is saved to the system, but you will only see your name and the current date. If you return to this page at a later time, your submission will not be displayed due to Federal regulations, although your responses will be saved in ConnectCarolina.